



DEPARTMENT OF THE ARMY
HEADQUARTERS BRIGADE
UNITED STATES ARMY NORTH ATLANTIC TREATY ORGANIZATION
UNIT 21420
APO AE 09705-1420

REPLY TO
ATTENTION OF

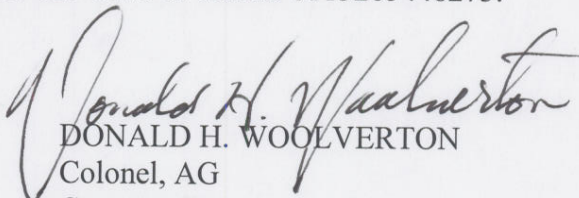
ACDP-POAD

27 July 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army NATO Brigade (USANATO) Policy Letter # 28, Emergency Readiness Plan (ERP)

1. The concept of personnel readiness applies to all aspects of our Soldier and family lives. As such, it is imperative that commanders at all levels take measures to prepare for readiness under emergency conditions. Therefore, it has been determined that all levels of command must develop and maintain an Emergency Readiness Plan for their specific theater.
2. An ERP is a comprehensive plan intended to provide a preplanned response to unexpected or disastrous events that can strike any organization at any time. The unit ERP will offers basic procedural guidelines to reacting to emergency situations.
3. Commanders and supervisors are reminded to consider ways to protect personnel, property, operations, and the environment as they develop and implement their respective ERP. Some factors to consider in developing a unit ERP:
 - a. Organizational review and analysis of potential risks and hazards.
 - b. Organizational assessment of response capabilities.
 - c. Identification of key personnel and publication of personnel notification rosters.
 - d. Development and publication of action guides and checklists.
 - e. Coordination and training with first- and second-responders.
 - f. Development of internal and external response procedures and policies.
 - g. Development of mutual aid procedures and policies.
4. As commanders we should strive to keep our Soldiers safe from any threat. The proper development and rehearsal of Emergency Readiness Plans will prepare our soldiers for any event and ensure they have the tools to protect themselves and their families.
3. POC this action is CPT Thapith at DSN 423-8273 or comm. 0113265448273.


DONALD H. WOOLVERTON
Colonel, AG
Commanding